

User Guide for Buddhist Dhamma Schools Final Certificate Examination- 2024 (2025) Application for Selection of Marking Examiners

1. If you have an Account, login to the System. Otherwise Register.

- Url: “https://onlineexams.gov.lk/eic”
- Login to the system using your NIC

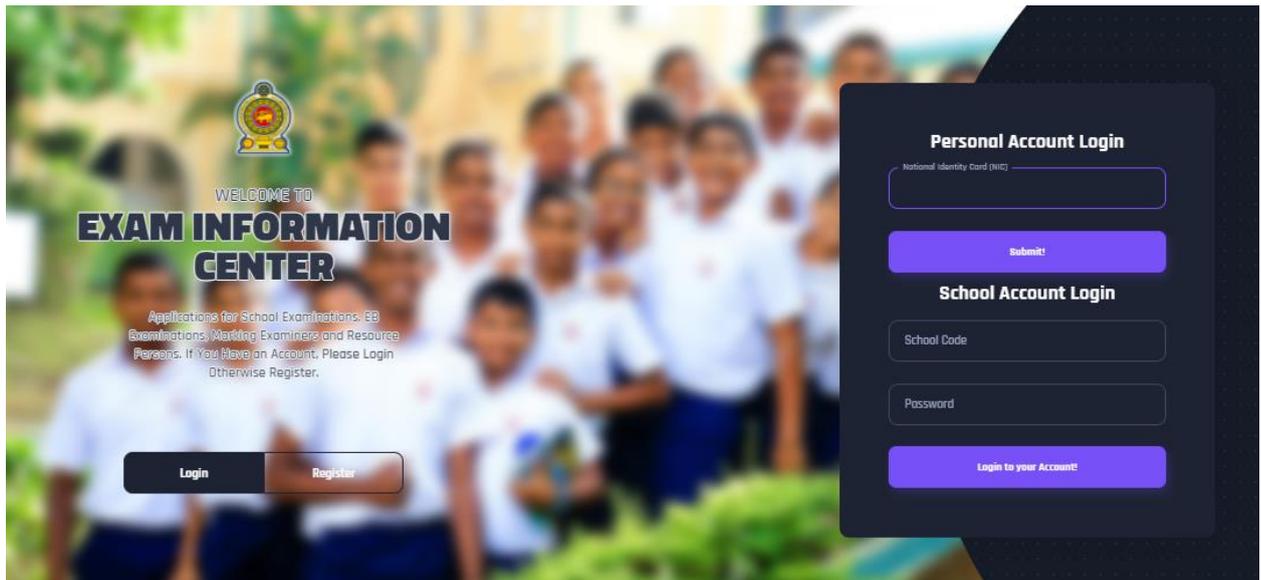


Figure 1

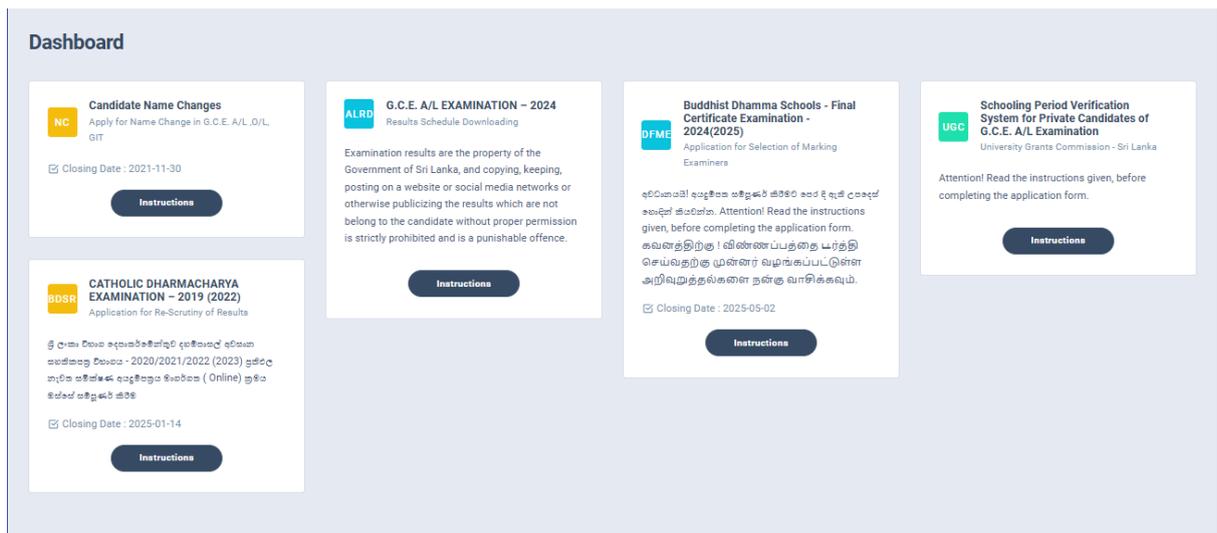


Figure 2

2. Click on the “Instructions” button under the tile “**Buddhist Dhamma Schools Final Certificate Examination -2024 (2025) -Application for Selection of Marking Examiners**” on Dashboard

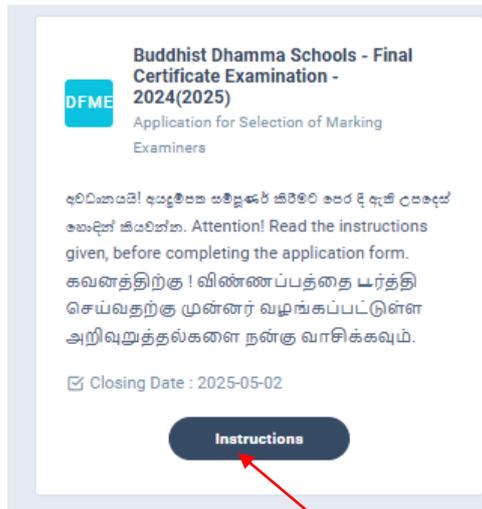


Figure 3

Click this

Read the instructions and watch the instructional video

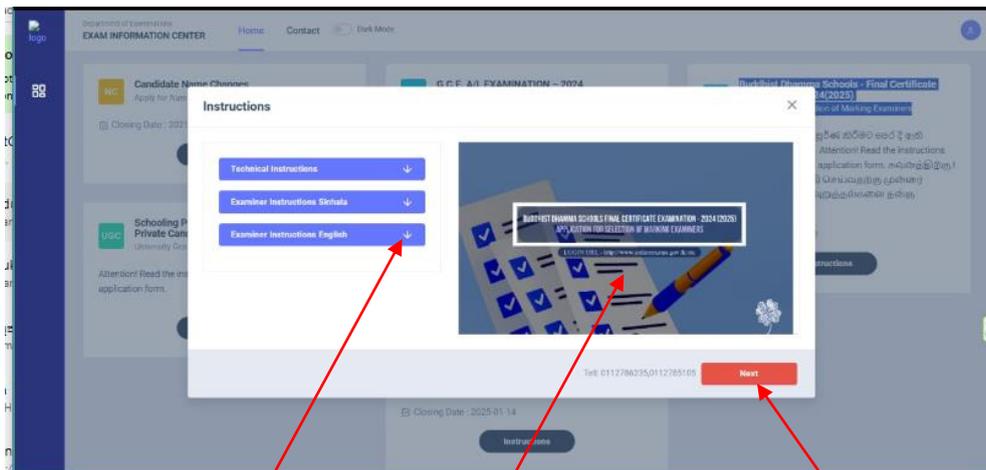


Figure 4

Click this to read the instructions

Click this to watch the video

Click this

3. Follow the below steps to fill the application

- 3.1 Fill **STEP 1 – Personal Information**
- 3.2 Fill **STEP 2 – Marking Preferences**
- 3.3 Fill **STEP 3 – Educational / Professional Qualifications**
- 3.4 Fill **STEP 4 – Professional Qualifications**
- 3.5 Fill **STEP 5 – Experience in Evaluation**
- 3.6 Fill **STEP 6 - Declaration(Submit)**

3.1 STEP 1- Personal Information

- NIC number and mobile phone number are already displayed
- Fill other details
- Fill all the fields in the form

Marking Examiners application for Buddhist Dhamma Schools - Final Certificate Examination

NAME - Ashani Kahawandala | NIC - 877400192v

අවධානයට! සෑහෙන පදනමක් සිටින අයට පමණක් සහභාගී විය හැක. සියලුම ක්ෂේත්‍රවලට තිබෙන විධිවිධාන පිළිගෙන පුරවන්න. සියලුම ක්ෂේත්‍රවලට තිබෙන විධිවිධාන පිළිගෙන පුරවන්න. සියලුම ක්ෂේත්‍රවලට තිබෙන විධිවිධාන පිළිගෙන පුරවන්න. Attention! Read the given instructions, before completing the application form.

1. STEP 1: **Personal Information** 2. STEP 2: 3. STEP 3: 4. STEP 4: 5. STEP 5: 6. STEP 6:

Title * Name in full *
Mr. E.g. Ganga Kumara Nanka Hovaranga Rathnayaka

NIC * Date Of Birth * Gender * Email Address
877400192v 12/01/1987 Male punsarali@gmail.com

Mobile Number * Telephone (Residence) Telephone (Office) Fax
0713845304 E.g. 0112786200 E.g. 0112786200 E.g. 0112786200

Private Address * District (Private) *
No 12, Kumarathunga Lane. Select a District

Office Address * District (Official) *
E.g. 125/10 A, Pitipana South. Select a District

Next

Figure 5

Click Next

3.2 STEP 2 – Marking Preferences

a) *Marking Preferences*

1. STEP 1: 2. STEP 2: 3. STEP 3: 4. STEP 4: 5. STEP 5: 6. STEP 6:

Marking Preferences

Applied Subject 1*
Select the Subject --

Center Name*
Select the Center Name --

Distance to the center (Km)*
Enter Distance to the center

Center Name*
Select the Center Name --

Distance to the center (Km)*
Enter Distance to the center

Center Name*
Select the Center Name --

Distance to the center (Km)*
Enter Distance to the center

Center Name*
Select the Center Name --

Distance to the center (Km)*
Enter Distance to the center

Center Name*
Select the Center Name --

Distance to the center (Km)*
Enter Distance to the center

Center Name*
Select the Center Name --

Distance to the center (Km)*
Enter Distance to the center

Center Name*
Select the Center Name --

Distance to the center (Km)*
Enter Distance to the center

Center Name*
Select the Center Name --

Distance to the center (Km)*
Enter Distance to the center

Center Name*
Select the Center Name --

Distance to the center (Km)*
Enter Distance to the center

* Minimum distance from residence place or work place to the evaluation center is mandatory.

Following are the names of evaluation centers that the evaluation panels scheduled to be established for all subjects of this examination. Relevant numbers and the subject numbers of the subjects scheduled to be evaluated are mentioned below. (Please note that the evaluation centers which the number of sufficient applications have not been received will not be established and the examiners applied for such centers will be directed to the nearest center.)

* Please note that the food and accommodation will not be provided by the Department of Examinations or by the relevant evaluation center.

If served in / served in a Government institution or a Private
Name of the institution serves in / served in:
Name of the institution
Post
Service period in the post:
Years Months

Prev Next

Figure 6

3.3 STEP 3 – Educational and Professional Qualifications

If this section is incomplete, your application will be rejected. Use short forms such as BSc, BA, UCSC etc.

- If you are a **Degree holder**;
Fill the relevant “Degree Details”
- If you are a **Trainee**;
Fill the relevant “Training Course Details”
- If you have any **other course followed**;
Fill the relevant “Other course Details”

– Training relevant to the subject applied

Name of the course	Year Completed
Bsc in Agriscience	2008
Name of the University/ Institution	
University of Colombo	
Subjects Passed (* Mandatory to mention the subjects)	
Agricultural Science Agricultural Process Management	

+ Degree relevant to the subject applied

+ Postgraduate Qualifications

State in brief, if you have participated in National Level activities related to the subject.

Eg. : Contributed to prepare text books/ Teachers' Instruction Manuals / TIM s, Prototype questions, Evaluation Reports or publication of subject related books : *

If not participated in anything state as 'None'

(Attach Relevant Letters)

Prev Next

Figure 07

3.4 STEP 4 – Professional Qualifications

Educational / Professional Qualifications

Warning! If this section is incomplete, your application will be rejected.

Use shortened forms here/ Use short forms as much as possible e.g. BIT, BSc, UCSC, etc..

Attach a certified copy of the academic transcript of the Degree/ Diploma relevant to the subject applied. (Compulsory for new applicants and for applicants who had not attended for marking last year)

Details of the Degree		
Details of the Trainings		
Other Course Followed		
Course Name	From	To
	2014	2018
Name of the University/ Institution		
University of Kelaniya		
Class Obtained (if any)	Medium	
Select Class Obtained >>	Select >>	
Subjects Passed (Compulsory)		

Prev Next

Figure 08

3.5 STEP 5 – Experience in Evaluation

Experience as an Assistant Examiner

- Fill the details of your experience as an Assistant Examiner

Experience as an Additional Chief Examiner

- Fill the details of your experience as an Additional Chief Examiner

Department of Examinations
EXAM INFORMATION CENTER

Home Contact Dark Mode

☰

ⓘ **අවධානයයි!** අයදුම්පත සම්පූර්ණ කිරීමට පෙර දී ඇති උපදෙස් කොටුව කියවන්න.
கவனத்திற்கு 1 விண்ணப்பத்தை பூர்த்தி செய்வதற்கு முன்பு வழங்கப்பட்டுள்ள அறிவுறுத்தல்களை நன்றாக வாசிக்கவும்.
Attention! Read the given instructions, before completing the application form.

1. STEP 1: 2. STEP 2: 3. STEP 3: 4. STEP 4: 5. STEP 5: 6. STEP 6:

Professional Qualifications

Experience in Evaluation Activities

Total period engaged in evaluation of answer scripts in this examination

Whether you or a member of your family or any of your resident or a relative appeared for this examination in year 2024(2025)?*

Select >>

If so, name of the Dhamma School appeared in

Prev Next

Figure 09

Other Information

- Select “YES” or “NO” whether “any of your family members or a resident in your house expect to sit Examination in 2024 (2025)”

Whether you or a member of your family or any of your resident or a relative appeared for this examination in year 2024(2025)?*

Select >>

If so, name of the Dhamma School appeared in

Prev Next

Figure 10

- Select “YES” or “NO” whether “any disciplinary inquiry against you in progress”
- Select “YES” or “NO” whether “you are debarred from examination duties”

The screenshot shows a multi-step process with six steps at the top. Step 2 is active. The title is "Disciplinary Actions/ Investigations". The question is "Have you been undergoing/ undergone any disciplinary actions/ investigation at the Department of Examination?*" with a dropdown menu currently set to "No". Below the question is a text area for details, currently empty. At the bottom are "Prev" and "Next" buttons.

Figure 11

3.6 Submit – Declaration

After completing all the details read the declaration and click on “Submit” button

The screenshot shows a multi-step process with six steps at the top. Step 2 is active. The title is "Marking Examiners application for Buddhist Dhamma Schools - Final Certificate Examination -". Below the title is a yellow box with instructions in Sinhala and English: "Attention! Read the given instructions, before completing the application form". Below that is a "Declaration" section with a text area containing the declaration text. At the bottom are "Prev" and "Submit" buttons. A red arrow points from a box below to the "Submit" button.

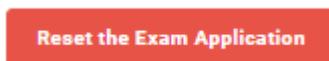
Click this

Figure 12

4. If you want to do any changes of your submitted application, click on **“Reset the Examiner’s Application”** button



Figure 13



Click this to reset the application



Figure 14

5. Get the printed format of your submitted application by clicking “**Download Examiner’s Application**” button.

Marking Examiners application for Buddhist Dhamma Schools - Final Certificate Examination -

NAME - Ashani Kahawandala | NIC - 877400182v

Application Summary

Name	WELLAPPILI ARACHCHIGE NANDANA DISSANAYAKA
NIC	877400182v
Home Address	No 12, Kumarathunga Lane,
Office Address	Ministry of Education, Pelawatta, Battar
Reset the Exam Application	

[Activity log](#) [Download Examiner's Application](#)

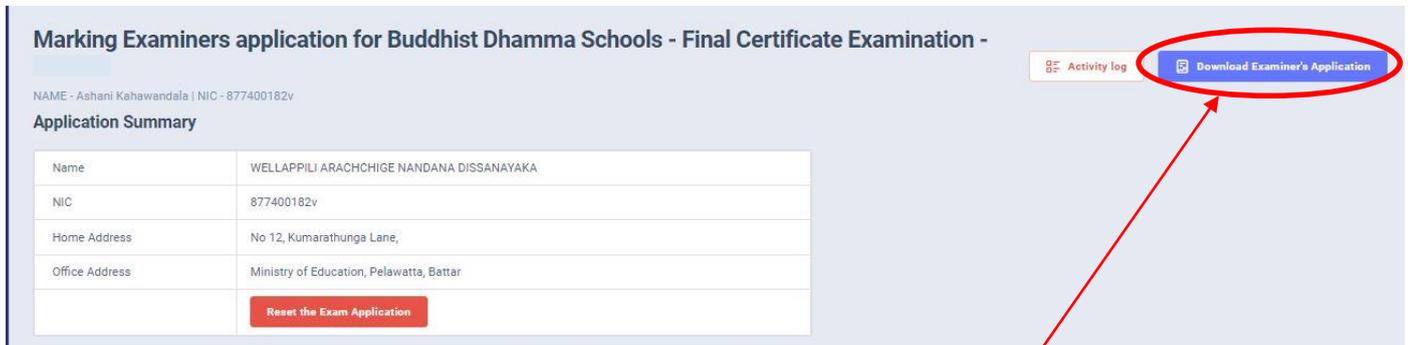


Figure 15

Click this

* Do not apply for evaluation of answer scripts if a member of your family, resident or next of kin is appearing for this examination or if you are debarred from examination duties.
 * Fill and send this application before (DATE). Do not submit more than one application.

FOR OFFICE USE
 Staff Officer's Note

Department of Examinations, Sri Lanka
Marking Examiners Application for Buddhist Dhamma Schools
Final Certificate Examination -

N.B. See instructions on final page before completing subject and evaluation center. Incomplete applications will be rejected.

Applied Subject	Center Name	Distance to the Center (Km)
01. (i) 01. Life of Buddha	Dhamma Sasathrothaya Piriven Viharaya, Piliyandala	35
	Sri Nagarukkaramaya, Weva Road, Boralesgamuwa	21
	Sri Budhasingharama Purana Viharaya, Makuluwa, Galle	50
02. (ii) 02. Buddhism and Pali Language Practice	Sri Nagajuna Pirivena, Sorigama, Kadawatha	38
	Sri Sangharanaya, Dematagoda	20
	Srinandaramaya, Panawala, Nittambuwa	56

02. Full Name : MS. WELLAPPILI ARACHCHIGE NANDANA DISSARAYAKA

03. (i) Address
 (a) Official : MINISTRY OF EDUCATION, PELAWATTA, BATTAR
 District : COLOMBO
 (b) Private : NO 12, KIMPARATHUNGA LANE,
 District : RATNAPURA
 (ii) E-mail : nandanachanaka562@gmail.com

(iii) Telephone No.
 (a) Official : 0112457485 (b) Residential : 0112781452
 (c) Fax : 0112478522 (d) Mobile : 0713846304

04. Date of Birth : 1987-12-01 Age as at (2023-12-31) : 36Y-3M-00

05. National Identity Card No : B77400102v

06. If serves in/ served in a **Government Institution or a Pirivena**
 (a) Name & address of the institution serves in/ served in: SHALATHARARAMA PIRIVENA
 (b) Post :- TEACHER
 (c) Service period in the post: 3 Years 2 Months

07. Subject field and subjects intended to apply.

Figure 16

Send the hard copies of **relevant applications** to the Department of Examinations according to the given common instructions.

- For further details, contact;
**Institutional Examinations Evaluation Branch –
0112786235, 0112785105
Email Address- examdept.evaluation@gmail.com**

- For more technical support contact;
**Online Unit - 0113671568, 0113661122
Email Address- doeonlineexams@gmail.com**